



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 2 February 2015

Date of Publication:	10 February 2014
Call-In Expiry:	16 February 2014

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 2 February 2015, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions eligible for call-in and the date by which they must be called-in.

Those decisions that are listed as being "recommended to the Council...", or request the Chairman of the Council to waive the call-in, are not eligible for call-in.

The wording used might not necessarily reflect the actual wording that will appear in the minutes, which will take precedence as the minutes are the official record of the meeting.

If you have any queries about the matters referred to in this decision sheet then please contact:

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Call-In Procedure

If you wish to call-in any of the eligible decisions taken at this meeting you should complete the call-in form and return it to Democratic Services before the expiry of five working days following the publication date. You should include reference to the item title. Further background to decisions can be found by viewing the agenda document for this meeting at: www.eppingforestdc.gov.uk/local_democracy

Decision No:

3. MINUTES

Decision:

- (1) That the minutes of the meeting held on 1 December 2014 be taken as read and signed by the Chairman as a correct record; and
- (2) That the minutes of the meeting held on 15 December 2014 be taken as read and signed by the Chairman as a correct record.

7. ASSET MANAGEMENT & ECONOMIC DEVELOPMENT CABINET COMMITTEE - 11 DECEMBER 2014

Decision:

- (1) That the minutes of the meeting of the Asset Management & Economic Development Cabinet Committee, held on 11 December 2014, be noted.

8. COUNCIL HOUSEBUILDING CABINET COMMITTEE - 18 DECEMBER 2014

Decision:

- (1) That the minutes of the meeting of the Council Housebuilding Cabinet Committee, held on 18 November 2014, be noted.

9. DEVELOPMENT STRATEGY - COUNCIL HOUSEBUILDING PROGRAMME

Decision:

- (1) That the Development Strategy, attached at Appendix 1 of the report, be approved with specific attention drawn to the following:

(a) starting with the Phase 2 developments, Code 4 of the Code for Sustainable Homes be adopted by the Council as its standard for sustainable design;

(b) the prioritisation of potential sites taken forward for development under the Council's Housebuilding Programme be spread around the towns/villages where sites were located, on a rotational basis, so that all locations would have the benefit of affordable housing being provided in their area with priority for the development of potential sites given to areas in which the highest number of housing applicants lived;

(c) Affordable Rents continue to be charged by the Council for all new Council homes built under the programme, with the Council's Rent Cap remaining at £180 per week;

(d) should any of the development sites identified for Council housebuilding not be developable then the best options to determine the future use of the site be considered by the Council Housebuilding Cabinet Committee;

(e) the Housebuilding Programme be accelerated in order to ensure that all 1-4-1 Receipts from Right to Buy sales were spent within the required 3 years of receipt; and

(f) the naming of developments would be carried out in consultation with local Ward Members, as well as Town and Parish Councils.

10. CONSTRUCTION OF OFF-STREET PARKING ON HOUSING LAND - REVIEW OF RANKINGS FOR FUTURE SCHEMES AND REVIEW OF CAPITAL PROGRAMME

Decision:

- (1) That the updated ranking table for future off-street parking schemes, attached

at Appendix 1 of the report, be agreed;

(2) That, for any site listed in Appendix 1 where it was linked to any of the sites earmarked for future Council Housebuilding, the Council Housebuilding Cabinet Committee be delegated authority to consider the benefits of providing off-street parking as part of the feasibility study and recommend to the Cabinet when each site was to be included in future years of the off-street programme;

(3) That detailed feasibility studies be undertaken on the next eight schemes in the updated ranking table at:

- (a) Roundhills (Red Cross Site), Waltham Abbey;
- (b) Etheridge Green, Loughton;
- (c) Watermans Way, North Weald;
- (d) Alderwood Close, Abridge;
- (e) Tillingham Court, Waltham Abbey;
- (f) Sycamore House, Buckhurst Hill;
- (g) Roundhills (Site 4), Waltham Abbey; and
- (h) Rochford Green, Loughton;

(4) That planning applications be submitted for each scheme and then each of the schemes be constructed, subject to:

- (a) the support of local residents following public consultation;
- (b) the successful grant of planning consent;
- (c) the average cost per bay being no more than £5,000; and
- (d) the works and fees being able to be delivered within the existing Capital Programme budget;

(5) That Millfield, High Ongar and Chester Green, Loughton be removed from the list as there was insufficient land suitable to provide additional off-street parking; and

(6) That, subject to recommendation 2 above, the following sites be placed on hold pending a further recommendation from the Council Housebuilding Cabinet Committee taking into account the affect, if any, a housebuilding scheme might have on parking in the vicinity:

- (a) the two sites at Pyrles Lane, Loughton;
- (b) Hillyfields, Loughton;
- (c) Hornbeam Road, Buckhurst Hill;
- (d) Graylands, Theydon Bois; and
- (e) Parkfields, Roydon.

11. OFF-STREET CAR PARKING STRATEGY AND REVISED TARIFF STRUCTURE

Decision:

(1) That a revised Car Parking Strategy based on the following principles be agreed:

(a) in order to support the economic vitality of town centre businesses, a low-cost tariff level for the first 30 minutes in all car parks be retained, but that the tariff be increased from 10p to 20p;

(b) with the exception of locations in (c) below, new tariffs be implemented as set out in the table in paragraph 9 of the report;

(c) no tariff increases to take place in the Waltham Abbey and Ongar car parks (which did not offer access to the train and London underground systems) except for an increase in the tariff for the first 30 minutes from 10p to 20p;

(d) except as provided in (e) below, a free 2 hour parking period followed by a charge of £1 to park all day be introduced in those car parks that were currently free on Saturdays, with the same charges applying in all other Council car parks on Sundays and Bank Holidays, with the exception of Waltham Abbey and Ongar where the current free all-day parking would continue;

(e) parking to remain free of charge on Saturdays, Sundays and Bank Holidays during the month of December;

(f) charging to be introduced at the Civic Offices car park, with free stays for visitors to the Council offices; and

(g) Blue Badge holders to continue to be exempt from payment in Council car parks;

(2) That the revised tariffs be commenced on a target date of 1 July 2015, following the installation and commissioning of new pay-and-display machines;

(3) That capital and revenue budget estimates in 2015/16 be agreed for the following improvement and enhancement works in the Council-owned Car Parks:

(a) £100,000 capital allocation for the purchase of new pay-and-display machines, 'smart' meters;

(b) £15,000 District Development Funding for the making of new traffic orders and installation of new information boards in the car parks;

(c) £ 100,000 capital allocation for the installation of new CCTV systems to ensure all car parks had full coverage; and

(d) a Continuing Services Budget growth bid in the sum of £26,670 in 2015/16, £5,280 in 2016/17 and £8,189 in 2017/18 be approved for the additional costs associated with the changes agreed above;

(4) That Contract Standing Order C1(10) be waived to instruct the North Essex Parking Partnership (NEPP) to carry out the necessary work associated with the

introduction of the new tariff structure in the Council car parks; and

(5) That a Portfolio Holder Advisory Group be established to review the impact of the new Car Parking Strategy and to make recommendations for the future.

12. JOINT CONSULTATIVE COMMITTEE - REVIEW OF TERMS OF REFERENCE

Decision:

(1) That the revised Terms of Reference for the Joint Consultative Committee, as attached at Appendix 1 of the report, be recommended to the Council for adoption.

13. PAY POLICY STATEMENT 2015/16

Decision:

(1) That the draft Pay Policy Statement for 2015/16, as attached at Appendix 1 of the report, be recommended to the Council for approval.

14. SALE OF LAND ADJACENT TO ONGAR LEISURE CENTRE TO THE SECRETARY OF STATE FOR EDUCATION

Decision:

(1) That the freehold of the 8.98 Ha of land adjacent to Ongar Leisure Centre in Fyfield Road be sold, to enable the construction of the new Ongar Academy, in accordance with the Heads of Terms attached at Appendix 2 of the report; and

(2) That the Asset Management and Economic Development Portfolio Holder, in consultation with the Director of Neighbourhoods, be authorised to agree the final terms of the disposal including the sale price, to be determined by independent valuation.

15. TREASURY MANAGEMENT STRATEGY STATEMENT & INVESTMENT STRATEGY 2015/16 TO 2017/18

Decision:

(1) That the following be recommended to the Council for approval:

(a) the Treasury Management Strategy Statement and Annual Investment Strategy 2015/16 to 2017/18;

(b) the Minimum Revenue Provision (MRP) Strategy;

(c) the Treasury Management Prudential Indicators for 2015/16 to 2017/18;

(d) the average interest earned for the year on investments as the rate of interest to be applied to any inter-fund balances; and

(e) the Treasury Management Policy Statement.

16. ANY OTHER BUSINESS

Decision:

(1) That, as agreed by the Leader of the Council and in accordance with Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules, the following items of urgent business be considered following publication of the agenda:

(a) Finance & Performance Management Cabinet Committee – 19 January 2015; and

(b) Epping Forest Shopping Park – Update Report.

17. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 19 JANUARY 2015

Decision:

Allocation of Local Council Tax Support Grant

(1) That the Local Council Tax Support Grant available to Town and Parish Councils be allocated in line with the reduction in their Council Tax income, as listed in Appendix 1 of the report considered by the Cabinet Committee;

Engagement of Counsel – Judicial Review Defence

(2) That a supplementary estimate in the sum of £40,000 from the Housing Revenue Account for the engagement of Stephen Knafler QC be recommended to the Council for approval;

Homelessness Legal Expenses Budget

(3) That a supplementary estimate in the sum of £52,000 from the District Development Fund, for seeking specialist legal advice on homelessness cases and defending a homelessness case in the County Court, be recommended to the Council for approval;

(4) That a contingency provision for potential legal challenges to the Housing Allocations Scheme by homelessness applicants of £20,000 per annum from the District Development Fund be made for a three year period from 2015/16 to 2017/18; and

(5) That the budget for potential legal challenges to the Housing Allocations Scheme by homelessness applicants be reviewed after one year to ensure it was sufficient in the long term;

Community Arts – Proposed Budget Saving

(6) That additional income or savings in the sum of £10,000 be made by Community Services in 2015/16;

Detailed Directorate Budgets

(7) That the detailed Directorate budget for the Chief Executive be approved;

(8) That the detailed Directorate budget for Communities be approved;

- (9) That the detailed Directorate budget for Governance be approved;
- (10) That the detailed Directorate budget for Neighbourhoods be approved;
- (11) That the detailed Directorate budget for Resources be approved;
- (12) That the detailed Directorate budget for the Housing Revenue Account (HRA) be approved, including the following amendments in respect of the Council's Careline Service and the Scheme Management Service for sheltered housing and area schemes:
 - (a) That the loss of £133,000 per annum Housing Related Support (HRS) funding from Essex County Council be noted;
 - (b) That the charges for the Council's Careline Service be increased by £0.27 per week, for both Council tenants and private clients, with effect from 6 April 2015 and that the Cabinet's previous decision to increase the charge for private clients by £0.20 per week from 6 April 2015 be rescinded;
 - (c) That following a review of the duties undertaken by Scheme Managers, 10% of their time previously attributed to Housing Related Support be re-classified as Intensive Housing Management and charged as a Service Charge accordingly (which was eligible for housing benefit);
 - (d) That the charges for the Council's Scheme Management Service (funded from Housing Related Support Charges and Intensive Housing Management Service Charges) be increased by 5% from 6 April 2015;
 - (e) That the increased charges for the Careline and Scheme Management Services provided to Council tenants in receipt of housing benefit not be met through any increase in compensating Housing Related Support Credit and that, furthermore, the Housing Related Support Credit currently received by such tenants be reduced by 8% with effect from 6 April 2015;
 - (f) That there was an intention:
 - (i) for the Careline Service to break even;
 - (ii) That the loss in HRS funding for the Scheme Management Service would be fully recovered from April 2016, as a result of spreading the required increases in charges over two years; and
 - (iii) That the HRA would be subsidising the Careline Service and Scheme Management Service by around £58,000 during 2015/16;
 - (g) That the potential for further reductions in HRS by Essex County Council in 2015/16 and/or 2016/17 be noted;
- (13) That the Overview and Scrutiny Committee be requested to establish a Task and Finish Panel to consider the most effective use of our existing budgets relating to Youth Engagement from 2016/17 and that some representatives from the District's Youth Council, as non voting co-opted members, be included in the membership of the proposed Panel; and
- (14) That the Leisure and Community Services Portfolio Holder be encouraged to

develop the proposals for a review of Youth Engagement budgets in more detail through the submission of a PICK form;

Corporate Risk Register Update

(15) That Risk 1, Local Plan, be updated with the revised key target dates and the implementation of the new staffing structure;

(16) That Risk 2, Strategic Sites, be updated to include the additional key individual vulnerability;

(17) That Risk 3, Welfare Reform, be updated to include the additional controls;

(18) That Risk 5, Economic Development, be updated to reflect the service reverting to the Neighbourhoods Directorate on 31 March 2015;

(19) That Risk 6, Data/Information, be updated to include further controls, management actions and success factors;

(20) That, including the above agreed changes, the amended Corporate Risk Register be approved; and

Council Budgets 2015/16

(21) That the Cabinet Committee's recommendations in respect of the Council Budgets for 2015/16 be noted.

18. COUNCIL BUDGETS 2015/16

Decision:

(1) That the following guidelines for the Council's General Fund Budget in 2015/16 be recommended to the Council for adoption:

(a) the revised revenue estimates for 2014/15, which were anticipated to increase the General Fund balance by £7,000;

(b) an increase in the target for the 2015/16 Continuing Services Budget (CSB) from £13.15million to £13.35million (including growth items);

(c) an increase in the target for the 2015/16 District Development Fund (DDF) net spend from £204,000 to £1.123million;

(d) no change in the District Council Tax for a Band 'D' property to keep the charge at £148.77;

(e) the estimated reduction in General Fund balances in 2015/16 of £30,000;

(f) the four-year Capital Programme 2015/16 – 2018/19;

(g) the Medium Term Financial Strategy 2014/15 – 2018/19; and

(h) the Council's policy on General Fund Revenue Balances to remain that they be allowed to fall no lower than 25% of the Net Budget Requirement;

(2) That the Housing Revenue Account (HRA) budget for 2015/16, including the

revised revenue estimates for 2014/15, be recommended to the Council for approval;

(3) That the Council be requested to approve the proposed rent increases proposed for 2015/16 to give an overall average increase of 2.2%;

(4) That the creation of a new earmarked reserve, called the 'Invest to Save Fund', in the sum of £500,000 to consider proposals which would reduce the Continuing Services Budget in the long-term be recommended to the Council for approval; and

(5) That the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2015/16 budgets and the adequacy of the reserves be noted.

19. EXCLUSION OF PUBLIC AND PRESS

Decision:

Resolved:

(1) That, in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the item of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12(A) of the Act indicated and the exemption was considered to outweigh the potential public interest in disclosing the information:

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph No.</u>
20	Support for the Council's Property Development Programme	1
21	Epping Forest Shopping Park – Update Report	3

20. EPPING FOREST SHOPPING PARK - UPDATE REPORT

Decision:

(1) That the progress report on the Epping Forest Shopping Park project, including the financial appraisal, be noted.

21. SUPPORT FOR THE COUNCIL'S PROPERTY DEVELOPMENT PROGRAMME

Decision:

(1) That the expertise and knowledge of the Assistant Director (Asset Management and Economic Development) be retained on a part-time contract basis for a period of 13 months to ensure the development of Langston Road and other sites critical to the Council's future revenue streams proceeded without delay;

(2) That the use of Contract Standing Order C10 (Negotiated Tendering) be approved to procure the contract;

(3) That authority be delegated to the Chief Executive and the Portfolio Holder for Asset Management and Economic Development to negotiate and finalise the contract terms;

- (4) That the cost be funded in 2014/15 from existing District Development Fund (DDF) development budgets;
- (5) That a District Development Fund growth bid be made in the sum of £90,000 to cover the cost in 2015/16;
- (6) That, given the high monthly cost of delaying key projects, the contract be executed expeditiously;
- (7) That replacement resource be procured by the Director of Neighbourhoods with an appropriate handover programme six months before the end of the contract period; and
- (8) That, pursuant to Overview and Scrutiny Rule 21 (Special Urgency), the Chairman of the Council be requested to waive the call-in arrangements for this decision due its urgency, as any delay would prejudice the Council's interests due to the risk of delayed rental income and/or increased development costs, which would have a significant impact on the Council's ability to balance budgets without reducing services.

